

**Montana Arts Council
Artists in Schools & Communities Grant**

SPONSOR GUIDELINES

CONTENTS

MAC Strategic Blueprint Education Goal	1
Get the Application	1
Deadlines	1
Program Components	2
Who Can Apply	2
Artist Residency Program Descriptions	3
How to Choose an Artist, Company, Folklorist or Arts Organization	4
Residency Pre-planning Required	4 - 5
Sample Week-Long Residency Schedule	5
Required for All Applications	6
Recommended for Applications	7
How to Build Your Residency Budget	7
What the Arts Council Can Fund	7 - 8
What We Do Not Fund	8
Application Procedure	9
Tips for Preparing Your Application	10
Application Checklist	10

MAC Strategic Blueprint 2008- 2013 Education Goal: To provide access to high quality arts education in order to develop the full creative potential of all Montanans.

Get the Application

The application is attached at the end of these guidelines.

Deadlines

Deadlines are ongoing. You must apply six weeks in advance of your visit, short-term residency, or special project. You must apply three months in advance for a long-term residency or for requests of \$2,000 or more.

Program Components

The Artists in Schools and Communities program supports a wide range of residencies (lasting from as short as a day to as long as two years) by professional working artists, and also local or regional arts organizations and companies (touring or locally based.)

The Arts and Education program consists of three distinct components, which provide participatory experiences in arts learning that increase or strengthen participants' knowledge and skills in the arts.

1. Artist Visits: The Artist Visits Program consists of visits lasting from 1 to 4 days with no more than four hours of contact time per day. (If you are a first-time applicant and would like assistance, you may call the Arts Education Hotline 1-800-282-3092)
2. Residencies:
 - Short-term residencies: These consist of 20 – 80 hours of instruction, and the time may be concentrated or spread out
 - Long-term residencies: These are for projects that require more than 80 hours of instruction and can last up to two years
3. Special projects: This funding broadly supports the creation of projects that establish, expand, or advance both school curriculum and arts education programming – for example, workshops or mentoring for classroom teachers. Projects that support and encourage lifelong learning and a community's appreciation and enjoyment of the arts are also funded.

Activities must be hands-on and process-oriented, so it's important for the artist to be able to clearly communicate the concepts and skills of the chosen art form and to relate well to people in a variety of educational settings.

Who Can Apply

The Montana Arts Council awards grants to Montana organizations that are not-for-profit and exempt from federal income tax under Section 501(a), which include the 501(c)(3) designation of the Internal Revenue code, or are units of government, public educational institutions, or local chapters of tax-exempt national organizations.

Sponsors may receive no more than one long-term grant or two short-term or special project grants from Artists in Schools and Communities per year.

Grant requests under \$100 will not be considered.

Artist Residency Program Descriptions

Residencies and Artist Visits are offered in the following discipline areas:

Visual Arts: A wide variety of visual arts residencies are available including painting, printmaking, ceramics, fabric arts, sculpture, architecture, design and photography. Typically, a visual artist sets up a studio in a classroom or other appropriate space and teaches from there. Please consult with the artist to determine space, supply, and equipment needs. Note: Mural projects require two weeks or more to complete.

Media Arts: Film/video, audio, and computer animation residencies generally require access to equipment. Video productions require residencies of two weeks or more.

Traditional/Folk Arts: Folk artists teach and celebrate traditional artistic expressions in order to pass on a particular culture's shared sense of beauty, identity and values. Folk Arts may include traditional beading, quilting, woodcarving, fiddling, gospel singing, or various forms of dance and storytelling.

Folklorist Residency: This is a more specialized residency coordinated by a folklorist (or someone with comparable knowledge) who is trained to do fieldwork and specializes in the folk heritage, traditions and arts of a particular place or people. It may involve some or all of the traditional arts and crafts listed above and may be structured as follows:

- 1) The folklorist does fieldwork in order to identify local traditional artists with the help of students, teachers and/or community members. From this work, folk arts and folklife are defined
- 2) Residency activities are then planned, and assessment tools designed
- 3) Local or visiting traditional artists are invited to perform, demonstrate and/or conduct workshops

Performing Arts: Available in dance, theatre, opera/music theatre, and music. Activities can take place in the classroom, but access to other spaces like a stage, gym, band room or (for dance) any space with a wooden floor might be helpful.

Literary Arts: Poets, playwrights and fiction writers are available for residencies. While the scheduling requirements listed under Residency Planning below generally apply, Sponsors must be particularly careful not to over-schedule the writer. Writers must spend a good deal of time reading and critiquing student work outside of class which may mean cutting back on the number of classes the writer conducts during the day.

Multi-disciplinary Projects: These residencies involve two or more artists in different disciplines and include collaborative projects where all artists are involved in its design and execution. Applicants interested in developing such a project must consult with MAC staff before submitting an application.

How to Choose a Resident Artist, Company, Folklorist or Arts Organization

The Montana Arts Council maintains an **Artists Registry** on our website for your use in this program (www.art.mt.gov). If you do not have access to the Internet, a list of artists with brief descriptions will be sent upon request. Sponsors are welcome to contact the artist or arts organization on the registry for more information – for example, to request a written sample of a playwright's work, or a video or dvd of a performing artist's work.

Artists that are not on the registry may also be considered for residencies in schools and communities. A resume or biography and appropriate work samples from those artists must accompany your application.

Recommended criteria:

- Artistic excellence
- Experience as a practicing artist, folklorist or performing company on a professional level
- Effective communication and teaching skills necessary to:
 - Share ideas clearly and concisely
 - Actively engage participants in the creative process
 - Provide creative ideas for residency plans and be able to implement them
- Arts education experience, field work or prior residency activity
- Strength and diversity of artist's references (It is the responsibility of the Sponsor to check artist's references, including those artists on the MAC Artist Registry)

Residency Pre-planning Required

It is essential to establish the **goals and a schedule** prior to submission of the Sponsor's grant application to the Arts Council, and all parties involved must have agreed to both. Artists must receive a completed application and have read it over before they sign Section D of the application.

A residency site coordinator and a planning committee (typically representing the host organization) should be designated to handle details and oversee the residency. This might include scheduling, artist hospitality, publicity, documentation and making sure there are no barriers that prohibit active participation for all.

At least one planning meeting between the artist and Sponsor must be scheduled before the start of the residency to determine: overall goals of the residency, an assessment plan, expectations of the participants, and a detailed schedule of activities.

The most creative, rewarding, and successful residencies are **planned cooperatively** between the artist, folklorist or arts organization and the Sponsor – this is the key to a good residency. Also, no residency is the same as another and is the unique result of the collaboration between the Sponsor and the artist. Naturally, **longer residencies require more** extensive preplanning than do short encounters. Think about how to help prepare the student and adult participants for the residency, and how they can make the most of their experience after the project has ended.

Additional Planning for School Residencies

Professional development for teachers is an important part of school-based residencies lasting one week or longer. This can happen in any format agreed upon by the resident artist and the Sponsor – either formal in-service or informal mentoring by the artist while working in the classroom. Also, if the residency is meant to integrate the arts into an effective interdisciplinary curriculum, discuss these goals with the resident artist. (Note: Teachers must be in the classroom by law, and for liability reasons, at all times.)

It's important to understand that it may be impossible in many schools to provide equal contact for every student and still maintain quality in the residency experience. Consider including an assembly and/or using a multi-year plan for residencies in order to serve all students.

Set aside some time the first day for all staff to meet the artist. This might be only 15 minutes, but it gives the artist a chance to introduce her- or himself and give a short description of what will be accomplished during the residency. Remember to include staff like custodians and school secretaries – schools that have done this say it makes a big difference in the success of the residency.

Sample Week-Long Residency Schedule

- Residency dates are hypothetically October 4-8
- Core group is Mr. Smith's 8th Grade Class

Planning meeting September 27, 4: 30-6:30 PM with host coordinator, artist, teachers, and representatives from the senior center and the Boys & Girls Club

Monday 10/4	9-10 AM Mr. Smith's 8th Grade	10:15-11:15 Mrs. Brown's Kindergarten	Lunch Break	1-2 PM Senior Center group	3-4 PM teacher workshop
Tuesday 10/5	8-9 AM Mr. Grey's 10th grade	9:10-10:00 Mr. Smith's 8th Grade	Break	11:30-12:30 Moose Club Luncheon / presentation	3:30-4:30 PM Boys & Girl's Club
Wednesday 10/6	9-10 AM Mr. Smith's 8th Grade	10:15-11:15 Miss Green's 3rd grade	Lunch with the History Club	Break	7-8 PM PTA meeting
Thursday 10/7	8:00-8:30 Mrs. Brown's Kindergarten	9-10 AM Mr. Smith's 8th Grade	10:15-11:15 Mr. Grey's 10th Grade	Break	2:00-3:00 Miss Green's 3rd grade
Friday 10/8	9-10 AM Mr. Smith's 8th Grade	Break	Break	3-4 PM 8th graders rehearsal / exhibit hanging	7:30-9:30 performance/ exhibit

Required for All Applications

- A clearly defined work plan that includes:
 - The planning process
 - The artist's involvement in the process
 - Goals agreed upon with the artist/arts organization
 - Any community involvement in the planning and implementation
- Activities must include hands-on, participatory experiences that increase or strengthen participants' knowledge and skills in the arts, with an emphasis on the process – not polished products
- Core Group Sessions or Workshops consisting of small group(s) (maximum 30) of interested students or adults who work with the artist each day of the residency
- A maximum of four hours per day of direct contact with residency participants (and no more than four classes/workshops per day)
 - If the residency takes place during weekdays, this translates into roughly 20 hours per week. (Fewer hours may be used for Visiting Artists.)
 - Hours may also be spread over more days (for example, 2 hours per day over 2 days or 1 hour for each of 4 days)
- The budget must itemize projected expenses and projected revenue
- A plan for effective assessment with measurable learning objectives. Possible formats might include a checklist, a rubric, or a portfolio of the participants work
- Evidence of the quality and creativity of the proposed program and the Sponsor's ability to carry it out within the time allotted
- Evidence of efforts to identify and minimize barriers so that a diverse group of people can access this opportunity. Barriers might be: physical, intellectual, emotional, geographic, cultural, and/or economic
- At least one activity hosted by the Sponsor that is open to the public if they wish to attend, such as a community workshop, open house, exhibition, or performance. (Not required for Artist Visits.) *The Arts Council believes that allowing the public to take part in these activities promotes and nurtures community support for the arts in Montana schools.*
- Any publication or press release must include the following wording in at least 12 point type: "This residency is funded in part by the Montana Arts Council's Artists in Schools and Communities program and the National Endowment for the Arts." Also, logos for both agencies are provided in the packet of materials supplied with your grant contract from the Montana Arts Council. For digital versions of those logos, go to our website: www.art.mt.gov

Recommended for Applications

- If the residency takes place in a school, a Teacher Session conducted by the artist(s) before, during or after the residency is strongly recommended. This session should improve the teacher's ability to teach the arts – a very important component that ensures a more lasting impact of an artist's residency.
- Documentation of the residency in the form of a student exhibit, publication, video, slides, web-site, and/or photos. If sending digital photos, a minimum of 200 dpi is preferred so that MAC can reproduce them in the *State of the Arts* newspaper

How to Build Your Residency Budget

Sponsors must develop a budget that itemizes the following:

Expenses:

- Artist Fee (as published in the Artist Registry on our website at www.art.mt.gov)
- Per Diem: (Note: Travel and lodging reimbursements cannot be paid to artists or companies based in the same town or city as the Sponsor. Also, the final decision on any proposed reduction of per diem rests with the residency artists.) For current travel, meals and lodging rates see: <http://art.mt.gov/travelrate.asp>
- Special arts materials (see Supplies in What the Arts Council Can Fund, below)

Revenue:

- Projected revenue generated by admissions to public events and/or exhibitions, publications or other sources (Please indicate revenue sources)
- Other funds received or anticipated – for example, from business sponsorships, PTA, school district, etc. (Please indicate funding sources)

What the Arts Council Can Fund

The Montana Arts Council may fund up to 1/2 of cash residency expenses.

The Montana Arts Council may fund up to 2/3 of cash residency costs for:

- Class C schools
- Title One schools
- Community organizations and schools applying for the first time
- Small rural schools supervised by county superintendents

This table explains the maximum the Arts Council can reimburse Sponsors for individual artists or company residencies:

Type	Indiv MAX	Individual 2/3	Company MAX	Company 2/3
Artist Visit	\$180/ 4 hours	\$240/ 4 hours	\$900/ 4 hours	\$1,200/ 4 hours
Short-Term Residency	\$900/ 20 hrs	\$1,200/ 20 hrs	\$1,800/ 20 hrs	\$3,600/ 20 hrs

Special Projects funding will rarely exceed \$2,000.

Long-Term Residency funding will rarely exceed \$5,000.

Match: All grants must be matched in cash, dollar-for-dollar, except those eligible for 2/3 funding as mentioned above, which require a 1/3 cash match. Montana Arts Council Artists in Schools and Communities grants cannot be matched by federal funds.

Supplies: Basic and common supplies used during the residency are the responsibility of the Sponsor (e.g., paper, crayons, glue, and paint.) The Montana Arts Council may partially fund the cost of special art supplies or other extraordinary materials unique to your residency or special project, but please note that funding is provided only for student grade papers, brushes and paints, etc. Reimbursement for special supplies will require receipts. Please provide a detailed list if supplies are included in your budget.

Administration: In some cases, administrative expenses of up to 15% may be included in the total project budget for long-term community or organizational residencies. For guidance, call Beck McLaughlin at the Arts Education Hotline: 1-800-282-309

What We Do Not Fund

- Performances or assembly program without accompanying participatory educational activities
- Traveling expenses for staff
- Marketing expenses
- Receptions and related food expenses
- Scholarships
- Contests for teachers or students
- Projects that have already been completed
- Purchase of curriculum materials
- Equipment
- Reference manuals
- Universities, colleges or departments thereof, unless the primary emphasis is community outreach
- Grant requests under \$100

For school performances and assembly programs in western Montana, please contact Alayne Dolson at Young Audiences: 406-549-2984.

Application Procedure

(Please call for assistance if you are a first-time or previously unsuccessful applicant – Education Hotline: 1-800-282-3092)

Signatures:

Each grant application must be signed by an individual with the authority to act on behalf of the applicant organization. The artist, folklorist or arts organization must also sign the completed application. A signed application form is the applicant's agreement to do what is described in the application and to comply with the Terms and Conditions. Applicants must keep a complete signed copy of the application on file.

Deadlines:

Deadlines are ongoing. The Montana Arts Council or its designees will review applications on an ongoing basis. Completed applications must be submitted at least six weeks before the beginning of a visit/short-term residency or special project. You must apply three months before the beginning of a long-term residency or for requests of \$2,000 or more. Funding is allocated on a first-come, first-served basis.

Letters of Agreement:

The Arts Council requires that you use a Letter of Agreement between the Sponsor applicant and the artist or arts organization. A sample Letter of Agreement will be included in the information packet sent to you if your grant is approved.

Notification:

When a grant is awarded, the Sponsor will receive:

- An award letter
- An information packet
- Final report forms

Once approved, no changes may be made to the grant for its duration or scope unless requested by the Sponsor in advance, and approved in writing by the Arts Council. The application is a legal document. Sponsors that do not follow the terms of the application may be required to return Arts Council funding, jeopardizing future funding.

Payment:

For Artist Visits or a Short Term Residency: The Sponsor must pay the artist the full amount, including travel and per diem on the last day of the residency. Payment to the Sponsor will then be made within 30 days of the Montana Arts Council's receipt of final reports from the Artist and Sponsor. All final reports are due within one month of project completion.

Special Projects and Long Term Residencies: Once the contract is signed and returned to the Arts Council, payment will be processed within 30 days.

Tips for Preparing Your Application

- Review guidelines carefully. Call our Education Director, Beck McLaughlin, with any questions – Arts in Education Hotline: 1-800-282-3092
- Consult the Artists Registry, and then use “How to Choose a Resident Artist...” (p. 4) to help you choose a residency candidate
- Talk with the artist about what he or she does and your goals and expectations – agree on a schedule
- Draft your application narrative: Be concise and specific in the narrative, address all the questions, and be sure to consider the "Required..." components (p. 6)
- Present a realistic budget – make sure it supports the goals of your project, provide sources where asked on the Budget Form, and check your math
- Have someone who knows nothing about the project read your application for clarity – they may help you understand where your narrative can be strengthened
- Have the application signed by both the artist and the person legally authorized to bind your organization to a contractual obligation
- Grant writing for this program does not require specialized training or expertise, however, the Montana Arts Council gladly offers assistance
- You can download an example of a model application for a short-term residency on our website: http://art.mt.gov/schools/schools_aiscguidelines2.asp#tips
- Important: Keep a copy of the completed application for your records
- Inform the Montana Arts Council as soon as possible with any changes in your contact person, address, phone number, email, or other pertinent application information.

Application Checklist

- ☐ Completed **Application** form signed by both artist and Sponsor
- ☐ Complete project **Budget**, including itemized expenses and revenues
- ☐ **Schedule** that includes planning meeting(s) as well as all residency activities, teacher workshops, if applicable, and public event(s)
- ☐ Clear and concise answers to all **Narrative** questions describing visit, residency or special project
- ☐ If the artist, folklorist or arts organization for whom you are requesting funding is not listed in the Artists Registry, his/her **resume or biography and work samples** must be included (audio/ videotape/ dvd, 10-20 pages of a play or other work of literature, slides or photographs)